

## **DIRECTOR'S EXECUTIVE SECRETARY**

### **PURPOSE AND NATURE OF WORK**

The purpose of this position is to assist the Departmental Director by relieving the Director of administrative detail and ensuring and overseeing the smooth functioning of the department and effectively managing the Director's office in the Director's absence. Considerable independent judgement, along with strict confidentiality, are required. The work includes a variety of tasks designed to relieve the Departmental Director of details by the review of materials, assembly of factual information, and the transmittal and interpretation of management actions. The incumbent makes limited administrative decisions in accordance with established guidelines. This administrative position involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. This position may, in some cases, supervise subordinate clerical personnel. This sole position for each department reports to the respective Departmental Director. Work is reviewed for results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Serves as administrative liaison between the Director, Division Managers, other departments and divisions, and the general public. Screens a variety of visitors and telephone calls to the Director, and where appropriate, refers the call or visitor to other staff members. Coordinates and schedules appointments and meetings with individuals from the public and private sector for the Director. Screens incoming correspondence and refers to appropriate staff member for reply; maintains detailed tracking or task system to ensure that deadlines are met. Independently, or in accordance with general instructions, composes and types correspondence on a wide range of subjects that are routine or complex. Assists the Director in the formulation, implementation, and assessment of office practices, policies, and procedures. Reviews outgoing correspondence prepared by other staff members for Director's signature for consistency with administrative policy as well as for format and grammatical construction. Gathers and summarizes data and occasionally prepares reports, or provides the necessary data to the Director for the preparation of the report. Attends meetings, takes and/or summarizes notes into minutes, and distributes the minutes. May assist in the preparation of the department's budget; and may attend monthly budget hearings for the Director. Assists in development and monitoring of spending plans once the adopted budget is received. Prepares budget revisions, purchasing and related administrative documents with independence. Maintains files and records of the Department's operations for the Director. Performs related work as required to assist in the operation of the Director's Office.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Extensive knowledge of modern secretarial practices and use of related computer applications.  
Knowledge of organizational structure, administrative and legislative procedures of the City-Parish Government, and relationships with other levels of government.  
Knowledge of basic research and simple statistical analysis methods.  
Good written and verbal communication skills.  
Ability to work independently and to prioritize and plan all work assignments to maximize efficiency.  
Ability to read, analyze, and interpret complex information and reports.  
Ability to work with individuals of varying backgrounds and education; the ability to establish and maintain effective working relationships with other employees, government officials, and the general public.  
Ability to maintain a high level of professionalism and strict confidentiality.  
Ability to make decisions in accordance with established policies and procedures.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in a business field (Business Administration, Management, Secretarial Science, Business Education), or graduation from an accredited business school in Secretarial Science with experience as a secretary to a high-level official in the public or private sector; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATIONS**

1. Ability to type a minimum of 55 correct words per minute.  
Plus: (Depending on the needs of the requesting authority)
  1. Transcribe accurately from a Dictaphone at a rate of 45 correct words per minute. OR:
  2. Take dictation at a rate of 85 words per minute and transcribe accurately from shorthand notes. OR:
  1. Qualify on an examination covering clerical computer applications, as required by the position being filled.